

27 APR 1972

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Training

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Report for the Week of
3 - 7 April

1. Courses

a. Midcareer Course: The course beginning 30 April will have 31 students, including two women and one black. The average grade is GS-13(1) and the grade range is from 12 to 14. The average age is 39.8 (four from the CS are 46 years or older, including one 50 year old). The average length of service is 12.6 years (four from the DDS and six from the CS have 16 or more years of service).

STATINTL

d. USDA Graduate School Reading Improvement Course: Two more sessions of this course started as planned on 4 April. Twenty-two employees are attending the morning session in the C of C Building and 25 NPIC employees are attending the afternoon session [REDACTED] STATINTL

STATINTL e. Language: Mr. [REDACTED] of the Chinese faculty concluded a Chinese familiarization course for 9 OBGI personnel who met twice weekly for eight weeks in their quarters in Rosslyn. A similar program for five CRS people began on 11 April at Headquarters. STATINTL

f. Records Management: Mr. [REDACTED] C/Records Management Branch, reported that a contract to utilize the services of [REDACTED] STATINTL has been approved. Mr. [REDACTED] STATINTL is an acknowledged expert in the field of records management and is tentatively scheduled to commence a series of STATINTL records management briefings to senior Agency officials on 18 April. Mr. [REDACTED] is working on scheduling a program of records management courses which he plans to start in the fall of the year with several presentations of one-day Workshops on Records Disposition, Files Maintenance, and Forms Improvement. He is expected to report to the Support School in late June or early July.

2. Training Notes

STATINTL The [REDACTED] Eastern Regional meeting was held at the [REDACTED] from 5-7 April. There were 55 conferees and guest speakers. . . . We have assigned one of our new CTs (July 1972 Class), who STATINTL has a degree in mathematics and previous intelligence experience, to [REDACTED] on